

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION



Classification: Office Technician (Typing)	Position No. 214-1139-001
CBID: R04	Office: Human Resources/Selection & EEO
Date Prepared: March 1, 2019	Division: Administrative Services Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction of the Staff Services Manager II (Supervisory) within the Selection & EEO Office, the incumbent serves as the receptionist and first point of contact in office. This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent will provide support to personnel, training, and labor relations offices with various duties. The incumbent will also provide exceptional customer service to Commission employees while demonstrating a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations. The Office Technician (Typing) independently processes confidential personnel documents.

DUTIES AND RESPONSIBILITIES: The incumbent works independently and/or in a team environment; uses a personal computer and Commission-designated software and operates various types of office equipment while performing the duties described below.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	Serves as Receptionist: Serves as the primary receptionist for the Selections & EEO Office. Answers main line, greets visitors and refers inquiries to appropriate staff person for handling. Personally answers general questions via phone, e-mail or at front desk, as needed. Independently reviews and distributes all incoming and outgoing mail. Provides exceptional customer service to all visitors, provides receipts for applications submitted in person and logs all applications received in office. (E)
35%	Provides Clerical Support: Independently performs both routine and complex clerical functions for selection, EEO, personnel, training and labor relations staff requiring knowledge and application of applicable procedures. Responsible for scheduling meetings, interviews, transcribing investigative tape recordings, formatting and finalizing documents, scanning, photocopying and filing. Responsible for copying printouts of training materials for upcoming training courses, printing labels for training packets, and assisting with preparation of materials related to the annual awards events. Compile highly confidential and sensitive correspondence, responding to general inquiries from Commission staff and the public, and responsible for processing various forms and documents. Researches, gathers and compiles data used for various projects, orders office supplies, processes service maintenance requests for office equipment and maintains a tracking log of supply orders and service requests. (E)



SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
Employee	Date	Kamal Atwal	Date
Office Technician (Typing)		Staff Services Manager II	